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LPH

April 14, 1948

MEMORANDUM FOR LEGISLATIVE LIAISON

ATTENTION:

[Redacted]

25X1A

SUBJECT: Positions Approved by Civil Service Commission

The following position descriptions approved by the Civil Service Commission are forwarded for your file:

[Redacted]

*reinstated by memo dtd
10 Jun 51 from Classification*

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[Redacted]

Acting Chief, Classification & Salary Adm. Division

Incl.
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8-b Administrative Assistant and Secretary
11- Central Intelligence Agency
a - Office of General Counsel

Under general supervision of the General Counsel, serves as Administrative Assistant and Secretary with responsibility for compiling information and data relative to the various legal matters and problems which arise in day-to-day operations of the Central Intelligence Agency, in order to assist her superior in the preparation of legal opinions, interpretations, directives and procedures for carrying out the over-all responsibilities of the Agency within legal limits of existing laws, directives, legislation and inter-Agency agreements. Maintains an up-to-date knowledge of Agency matters in general and their status in order to answer inquiries and impart information as appropriate to authorized officials in the Central Intelligence Agency.

Responsible for the maintenance of a law library for use of the General Counsel and his staff and for procurement of all types of publications, laws, and decisions which will assist the staff in making legal decisions and interpretations concerning the legality of CIA operations.

Must keep proper files on and be thoroughly familiar with Agency directives and orders in order to assist her superior by supplying information necessary in the preparation of legal documents and decisions.

Responsible for the preparation, on own initiative or from verbal instructions from the General Counsel, of simple wills and other common legal forms.

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Takes and transcribes dictation and is responsible for preparation in final legal form of detailed legal opinions, contracts, agreements, operating procedures, and directives and other legal material relative to inter and intra-Agency activities and operations. Attends committee and other meetings to take transcripts of the proceedings.

Responsible for securing copies of laws, legal decisions, opinions, etc. as requested by the legal staff.

Responsible for the maintenance of legal files of the Office of General Counsel and searches for and assembles information concerning office matters where existing files are available, particularly with a view to expediting urgent cases.

Supervises clerical and stenographic personnel of the Office and is responsible for handling supply problems, keeping time and leave, payroll, personnel problems and acts as Security Officer for immediate office. Performs related duties as required.

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